CONFIDENTIAL

TEACHER APPLICATION FORM

*(Before completing this form please read the **Notes to Applicants**)*

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Name of Candidate:

TO BE USED FOR THE FOLLOWING POSITIONS ONLY:

Lead Practitioner

Fast Track Teacher

Teacher

Newly Qualified Teacher

Unqualified Teacher

Instructor

PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:

www.catholiceducation.org.uk

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED

DETAILS OF ROLE APPLIED FOR:

Application for the position of:

Full Time ☐ Part Time ☐ Job Share ☐

At: School / Academy

At which the:

Governing Body ☐

Academy Trust Company ☐

Multi-Academy Trust Company ☐

is the employer of staff.

In the Local Authority of:

In the Archdiocese / Diocese of:

Please state where you first learned of this vacancy:

THE CATHOLIC EDUCATION SERVICE ©

Personal Details:

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone ☐ Email ☐

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes ☐ No ☐

QTS Certificate Number: Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

Details of Present Employment:

Are you presently employed: Yes ☐ No ☐

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if different):

Address:

Telephone Number:

Local Authority:

Archdiocese / Diocese:

Permanent ☐ Temporary ☐

Full time ☐ Part time ☐ Job share ☐

Description of key duties / responsibilities (including subjects and key states taught (if applicable)):

Date of appointment:

Notice required:

If notice already given, date

it is due to expire:

Reason for leaving:

Salary scale

(e.g. main / upper / leadership)

Group of school /

Number on role:

Spine Point:

Additional Allowances

(including inner / outer / fringe London):

Gross annual salary:

Employment History:

Please complete in chronological order, starting with the **most recent**:

Full name and address of school / college / academy (state whether nursery / primary / secondary / comprehensive / selective etc.) include details of local authority if relevant	Approx. number on roll	Age range taught & single sex / mixed	Post held and responsibilities including subjects taught and key stages taught	Dates employed month / year (from – to)	Reason for leaving

Other Employment / Work Experience:

Please complete in chronological order, starting with the **most recent**:

Employment / Experience	Employer / Location	Responsibilities	Dates employed month / year (from – to)	Reason for leaving

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	**Activity**

If you have ever been ordained and/or been a member of a religious community please provide details here:

Post-11 education and training:

Please complete in chronological order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Awarding body and registration number (if known)	Award and classification

Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))

Higher Education Qualifications

School / College Qualifications

Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates From – To	Award / Classification (if applicable)

Please provide details of your most recent safeguarding training:

Professional Memberships:

Please list any professional bodies of which you are a member:

Interests and Hobbies:

Please list your interests and hobbies outside of work:

Supporting Statement:

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

References:

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools / Academies / Colleges of a Religious Character are permitted, where recruiting for teaching posts, to give preference to applicants who are Catholic. If you are a practising catholic, you should nominate, as one of your referees, your Parish Priest / the Priest of the Parish where you regularly worship.

If you are Catholic but do not consider yourself to be "practising", you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.

In requesting a Priest's reference or baptismal information, it is not our intention to deter applications and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Present School / Employer:

Name:

Address:

Role:

Telephone:

Email:

Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):

Name:

Address:

Role:

Telephone:

Email:

Parish Priest / Priest of the Parish where you regularly worship (if applicable):

Name:

Address:

Role:

Telephone:

Email:

Please tick this box if you have enclosed a copy of your baptism certificate with this application form:

☐

If you have not nominated your Parish Priest as a referee and you have not provided a copy of your baptism certificate please enter the name and address of the Parish where you were baptised and the date of your baptism here:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes ☐ No ☐

If yes please provide full details:

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: ☐

Rehabilitation of Offenders Act 1974

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), then the details of these must be disclosed if you are invited for interview.

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form.

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are All Saints Catholic College, Huddersfield.

2. Being a Catholic education provider we work closely with the school's / academy's Diocesan Authority, the school's / academy's Trustees, the Local Authority, the Department for Education, the Catholic Education Service and other relevant third parties with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organisation is RADCat Ltd and you can contact them with any questions relating to our handling of your data. You can contact them by info@radcat.co.uk.

4. We require the information we have requested on this form in order to process your application for employment.

5. To the extent that you have shared any special categories of personal data[1] this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.

6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.

[redacted] categories of personal data as follows: *"personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's*

sex life or sexual orientation…."

8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.

9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.

10. To read about your individual rights you can refer to our fair processing notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to our Chair of Governors, Mr C L'Estrange, c/o the school address. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above ☐
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☐ No ☐

Immigration, Asylum and Nationality Act 2006

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in the Notes to Applicants. By checking the box below you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☐

Immigration Act 2016

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).

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REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES Application Form.

If you are invited for interview, please bring this form with you to the interview in a separate, sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 - Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

This means that you must disclose all spent and unspent convictions on this form other than those which are so "protected". This may include any driving offences. Guidance on the filtering of "protected" convictions and cautions can be accessed on the Disclosure and Barring Service website.

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any criminal convictions and a referral to the Police may be made.

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.

Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

No: ☐ Yes: ☐

If you have answered yes to the question above, please set out the following details below:

- Date of each conviction / pending hearing / reprimand / warning;
- The offence;
- The sentence; and
- The Police Force / Court involved.

Declaration: I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE :

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form.

Important information regarding your consent

1. We are All Saints Catholic College, Huddersfield.

2. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED/Estyn and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with the Diocese of Leeds with whom we may be required to share the information you have provided on this form.

3. The person responsible for data protection within our organisation is RADCat Ltd and you can contact them with any questions relating to our handling of your data. You can contact them by emailing info@radcat.co.uk.

4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.

5. We require you to complete this form regarding criminal records disclosure as the information is needed in order to assist us in complying with our legal obligation to safeguard and protect children from harm.

6. If your application is successful and you have disclosed criminal records information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School's data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED/Estyn and/or the LADO and any other appropriate third party.[1]

7. If you are unsuccessful and you have disclosed criminal records information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED/Estyn and/or the LADO and any other appropriate third party.[2]

[redacted]

[2] Ibid

8. If you are unsuccessful and you have not disclosed criminal records information on this form, this form shall be destroyed after a maximum period of 6 months.

9. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this form.

10. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.

11. If you fail to complete this form we may not be able to comply with our legal duty to safeguard children. This means that we may not therefore continue to process your employment application or offer you a position within our organisation.

12. To read about your individual rights you can refer to our fair processing notice and data protection policies.

13. To complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to the Chair of Governors, Mr C L'Estrange, c/o the school address. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-13 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-13 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-13 above ☐
- I agree to my personal data being shared as stated in paragraphs 2, 6 and 7 above: Yes ☐ No ☐

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MODEL RECRUITMENT MONITORING INFORMATION FORM

THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant "protected characteristic" and those who do not. "Protected characteristics", as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Post title:

School:

Date of birth:

GENDER

Female ☐ Male ☐ Prefer not to say ☐

COUNTRY OF BIRTH

My country of birth is:

ETHNIC ORIGIN

I would describe my ethnic origin as:

1. White

British ☐ English ☐ Scottish ☐ Welsh ☐

Irish ☐ European ☐ Non-European ☐

Any other White background (please specify):

2. Black or Black British

African ☐ Caribbean ☐

Any other Black background (please specify):

3. Mixed Background

White and Asian ☐ White and Black Asian ☐ White and Black Caribbean ☐

Any other mixed background (please specify):

4. Asian and Asian British

Bangladeshi ☐ Indian ☐ Pakistani ☐

Any other Asian background (please specify):

5. Chinese and Chinese British

Chinese ☐

Any other Chinese background (please specify):

6. Other ethnic group

Please specify:

RELIGION

I would describe my religion as:

None	☐	Catholic	☐	Other Christian	☐	Buddhist	☐
Hindu	☐	Jewish	☐	Muslim	☐	Sikh	☐

Any other (please specify):

DISABILITY

The legal definition of disability is 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), and/or on-going medical condition that we should be aware of:

Yes: ☐ No: ☐

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form. **Please note that the completion of this form is voluntary and is not part of your application. There is no requirement for you to provide the information requested on this form.**

Important information regarding your consent

1. We are All Saints Catholic College, Huddersfield.

2. Being a Catholic education provider, we work closely with the Diocese of Leeds with whom we may share the information you provide on this application form. The reason for this is to enable the Diocese of Leeds to fulfil its role in supporting its schools and exercising the Bishop's and Trustees' responsibilities (including oversight of its provision).

3. The person responsible for data protection within our organisation is RADCat Ltd and you can contact them with any questions relating to our handling of your data. You can contact them by emailing info@radcat.co.uk.

4. We require the information we have requested on this form in order to fulfil our duties under the Equality Act 2010, namely for statistical and equal opportunity monitoring purposes. As part of our duties under the Equality Act 2010 we will share the information you provide with the Local Authority as part of their annual workforce audit.

5. To the extent that you have shared any special categories of personal data[1] this will not be shared with any third party except as detailed in paragraphs 2 and 4 above, unless a legal obligation should arise.

6. We shall retain the information you have provided on this form for a period of 6 months to enable equal opportunity monitoring to take place.

7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.

8. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.

9. To read about your individual rights you can refer to our fair processing notice and data protection policies.

10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to our Chair of Governors, Mr C L'Estrange, c/o the school address. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-10 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-10 above ☐
- I agree to my personal data being shared as stated in paragraphs 2 and 4 above: Yes ☐ No ☐

[redacted] Article 9(1) GDPR sets out the special categories of personal data as follows: *"personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's*

sex life or sexual orientation…."